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APPENDIX B - MOBILIZATION PROCESSING OF THE SELECTED RESERVE

Section 1 - General

a. In the event of mobilization of the Selected Reserve, Personnel Support Activity Detachments (PERSUPP DETS) will be responsible for the processing of mobilized Selected Reservists to active duty. The Selected Reserve consists of those Ready Reserve personnel who participate in a Naval Reserve program in a pay status. All units of the Selected Reserve are designed primarily to be trained and mobilized as intact units. The term Naval Reserve Activity includes NAVRESREDCOMS/NAVRESREDCEN/NAVRESCENS/NAVMARCORESCENS/NARS/NAFs/NARCENS/RESFORONS. The term unit indicates a Selected Reserve unit.

b. Members of volunteer training units (VTUs) will be ordered to active duty individually by the Naval Reserve Personnel Center (NAVRESPERSCEN) and mobilization processing for these members will be accomplished by Personnel Mobilization Teams (PERSMOBTEAMS). All processing will take place at a PERSUPP DET utilizing SDS.

Section 2 - Mobilization Processing Plan

a. Notification of recall to active duty of Naval Reserve units will be accomplished by the CO of the cognizant Naval Reserve activity. The notification of affected individual Reservists will be accomplished by the CO of the mobilized unit. Coincident with unit recall, the CO of the mobilized Reserve unit will advise the supporting PERSUPP DET of the requirement to provide mobilization processing services for that unit. In addition, the appropriate PERSUPP DET and the parent Personnel Support Activity (PERSUPPACT) will be information addressees on the mobilization directive. In the eventuality of a full mobilization, a PERSUPP DET can expect a significant mobilization processing requirement. In view of the foregoing, the PERSUPPACT, in concert with the CO of each supported Reserve activity, will develop a mobilization processing plan for affected units taking into consideration such factors as: mobilization priority, size and number of units, pay entitlements, transportation requirements, available medical facilities, etc. In this connection, each PERSUPPACT will have an individual designated in writing as the PASS Mobilization Processing Coordinator and each Reserve activity will have a Mobilization Coordinator assigned in writing.

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b. A member of each PERSUPP DET staff serving Selected Reserve units will be designated as the local PASS Mobilization Processing Coordinator and, as such, have responsibility for liaison with local Reserve activity officials, and will be the focal point for PASS mobilization administrative planning.

c. Mobilization Drills/Exercises. On occasion, Selected Reserve units will conduct mobilization drills, at which time a sample of unit members will be processed for mobilization in conjunction with the drill. The CO of the Reserve activity conducting the drill will provide advance notification of the drill to the supporting PERSUPP DET. In the case of short-notice Mobilization and Readiness Evaluation (MOREVAL) exercises conducted by the Commander Naval Reserve Force, the Naval Reserve activities/units and the PERSUPPACT involved in the MOREVAL will be apprised of the exercise mobilization processing requirements simultaneously by message. MOREVAL exercises are considered "no fault" and no grade or rating will be assigned. MOREVALs will be conducted on scheduled drill weekends.

Section 3 - Selected Reserve Processing Procedures

a. Pre-mobilization. PERSUPP DETS shall ensure that all records maintained are in a current status and that required mobilization documents are readily available.

b. Personnel Processing. The PERSUPP DET is responsible for the administrative preparation of unit, group and individual orders to active duty based on the mobilization implementation directive provided by the Reserve activity CO. Personnel should be processed through general sections or divisions. A sample step-by-step process is depicted below. Such a process can be expanded upon or adapted to meet the requirements of each PERSUPP DET. General processing sections are listed with the responsible activity shown in parentheses:

- | | |
|---------------------------|--------------------------|
| (1) Receiving section | (Local Reserve Activity) |
| (2) Processing section | (PERSUPP DET) |
| (3) Disbursing section | (PERSUPP DET) |
| (4) Medical section | (Local Reserve Activity) |
| (5) Special cases section | (Local Reserve activity) |

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(6) Transportation section (PERSUPP DET)

(7) Logistics section (Local Reserve activity)

c. Check-off Lists. PERSUPP DET OICs will give careful consideration to the sequence in which the tasks would be performed if mobilization is directed. A check-off list should be prepared and included in the Logistic Support Mobilization Plans (LSMPs) of commands supported by the PERSUPP DET. That check-off list will outline personnel processing procedures to assure a rapid and smooth flow.

d. Space Utilization. The PERSUPP DET facility may not be of sufficient size or design to accommodate the space requirements for mobilization processing. In such cases, a provision for utilizing an alternate facility must be incorporated in the LSMP. (The Reserve activity should be carefully considered because of generally available adequate space.) The space used to handle the expanded requirements at mobilization should be clearly designated and marked. During planning, a detailed space layout diagram is to be prepared to indicate where to send the recalled personnel during each step of processing. Spaces or areas will be designated to correspond with the sections or divisions of the mobilization process. These areas may be combined or further divided to assure orderly flow.

e. Staff Augmentation. To ensure the expeditious processing of mobilized Reserves, it will be essential that the personnel assigned to any PASS-related mobilization billets are the first to be activated. Careful coordination between the PERSUPP DET and the supported Reserve activity will be essential in effecting this outcome.

Section 4 - Maintenance of Pre-mobilization Records. In view of the immediate responsiveness required in the event of mobilization, the officer/enlisted service records of Selected Reserve personnel are to be maintained in a ready status. No other specific handling details for Reserve records are required.

Section 5 - Mobilization of Cross-Assigned Selected Naval Reservists

a. Mobilization of Cross-Assigned Selected Naval Reservists. In Selected Reserve units a mobilization assignment is uniquely identified for each billet in the unit. Through the cross-assignment procedures, qualified individuals who are in excess at other Reserve activities have been assigned to fill vacant

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billets until a qualified individual can be found locally. To assist in ensuring that contact is consistently maintained with all Selected Reserve personnel and that such personnel are familiar with notification, recall and mobilization procedures, it is essential that cross-assigned Selected Reservist notification and mobilization exercises be held. Travel for cross-assigned Selected Reservists, for the most part, will be accomplished on an individual basis. PERSUPP DETS should be aware of the number of cross-assigned individuals that they will be required to process upon mobilization and ensure that sufficient GTRs are available for those numbers. In the event that individual cross-assigned Reservists mobilize to a command that is in close geographic proximity to a command to which a Selected Reserve unit is being mobilized, include the cross-assigned members in the unit transportation request. As a general guideline, the administrative processing of cross-assigned Selected Reservists to active duty will be accomplished by the activity maintaining the individual's service record.

(1) PERSUPP DET supporting Reserve units with "cross-assigned out" personnel. ("Cross-assigned out" personnel are those individuals who drill at the local activity for training and are assigned to mobilization billets of a remote Reserve activity.)

(a) Maintain a file of current recall bills, provided by the Reserve activity, for all Reserve units supported.

(b) Upon receiving processing/reporting instructions from COs of Reserve activities to be mobilized, complete required mobilization processing actions of appropriate "cross-assigned out" Selected Reservists.

(c) Advise the Reserve activity supporting the unit(s) being mobilized of completed actions and status of individual "cross-assigned out" Selected Reservists.

(2) PERSUPP DET supporting Reserve units with "cross-assigned in" personnel. ("Cross-assigned in" personnel are the individuals who drill at a remote activity and are assigned to mobilization billets of the local Reserve activity.)

(a) Maintain a file of current recall bills provided by the Reserve activity, for all Reserve units supported.

(b) Notify appropriate Reserve activity COs of completed actions and status of individual "cross-assigned in"

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Selected Reservists when received from appropriate supporting PERSUPP DET or Reserve activity.

(3) Reserve unit/Reserve activity CO.

(a) Ensure supporting PERSUPP DET has current recall bills that contain "cross-assigned out" and "cross assigned in" personnel.

(b) Maintain close liaison with supporting PERSUPP DET to ensure that current information relevant to the processing and status of cross-assigned Selected Reservists is known.

b. Exercise Notification and Mobilization Procedures.
Supporting PERSUPPACT/PERSUPP DETS are responsible for processing (as requested) "cross-assigned out" Selected Reservists for all exercises conducted. Reserve activity COs will include such personnel in regionally and locally-conducted mobilization exercises. For Commander Naval Reserve Force exercise purposes, "cross-assigned out" personnel will be considered to be part of the unit to which they are assigned for drill purposes. Supporting PERSUPP DETS will not execute the procedures involving transfer of information concerning cross-assigned Selected Reservists contained in paragraph (2)(b) above during exercises.

Section 6. Processing Control

a. General

(1) The PERSUPP DET is responsible for the administrative preparation and issuing of active duty orders for collocated Selected Reserve units and individuals mobilized based upon the mobilization implementation directive provided by the Reserve activity CO. Active duty orders will be prepared and signed by the PERSUPP DET.

(2) Naval Reserve activity and Selected Reserve unit COs will maintain close liaison with the PERSUPP DET throughout the mobilization processing.

(3) PERSUPP DETS are responsible for providing compliance/noncompliance statistics, transportation status and other information as required by higher authority to COs of supported Reserve activities.

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b. Procedures

(1) National Defense authorities execute alert procedures.

(2) The local Reserve activities disseminate information and instructions specified in their LSMPs for the preparation of the active duty orders for Selected Reserve units/individuals.

(3) The PERSUPP DET prepares and issues active duty orders for selected Reserve units/individuals.

(4) The activities responsible for processing actions specified in section 3 paragraph b commence mobilization processing.

(5) The local Reserve activities maintain overall management control of the mobilization evolution.

(6) The PERSUPP DET supports the Reserve activities by maintaining control of the flow within the processing sections (processing, disbursing, and transportation sections.)

(7) The PERSUPP DET's first priority in processing is to process those personnel assigned to PASS-related mobilization billets. This will ensure adequate augmentation for the PERSUPP DET prior to processing the majority of the mobilized Reservists.

c. References

(1) BUPERSINST 1001.39A - Administrative Procedures for Naval Reservists on Inactive Duty (NOTAL)

(2) CHNAVPERS LSMP (NOTAL)

(3) Local LSMP

(4) Local mobilization instruction

(5) SDSPROMAN

(6) This manual

Section 7. Receiving Section (Reserve Activity)

a. General. The receiving section is where Selected Reserve personnel first report. Personnel will be reporting with

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baggage; therefore, plans should provide for the safe stowage of this baggage. The Selected Reserve units should receive an orientation briefing covering mobilization, personal, and military affairs. This briefing is the responsibility of the CO of the mobilized unit.

b. Procedures

(1) Receive Selected Reserve personnel on board and issue baggage tags to include name, grade/rank and social security number.

(2) Send any personnel requesting a delay or exemption from recall to the special cases section.

(3) NAVRESREDCOMs/NAVRESREDREDCENS/NAVRESCENS/NAVMARCORESCEN/NARs/NAFs/NARCENS/RESFORONS Selected Reserve unit COs shall provide mobilization orientation briefings to Selected Reserve personnel.

c. Reference. Orientation Briefing Guidelines in section 14

d. Forms

(1) Receipt/transfer log (local)

(2) Baggage tags

Section 8. Processing Section (PERSUPP DET)

a. General. The processing section will be responsible for the preparation of active duty orders for the Selected Reserve units/individuals, based on the mobilization implementation directive provided by the Reserve activity CO, as well as verification of service records and completion of all forms necessary for Selected Reserve mobilization.

b. Procedures

(1) Prepare and issue active duty orders, including Mobilization Order Supplementary Items, for Selected Reserve units in accordance with the mobilization implementation directive provided by the Reserve activity CO. Active duty orders will be prepared and signed by the OIC, PERSUPP DET.

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(2) Log Selected Reserve personnel checking in chronologically on the receipt/transfer log specifying name, grade/rank, social security number, unit and order serial number.

(3) Group/individual active duty order compliance/non-compliance reported shall be accomplished by inserting the appropriate information in block 12 of the group active duty order. A copy of each individual Selected Reservist's group active duty orders, showing compliance/non-compliance, must be forwarded to NAVRESPERSCEN. Each set of orders shall clearly indicate to which individual the compliance information is pertinent. Refer to the Procedures for Mobilization of Pre-trained Individuals - NAVPERS 15526A for non-compliance codes to be used by mobilizing activities. In the event an individual's orders are cancelled due to non-compliance, the date the orders are cancelled as well as the appropriate non-compliance code shall be shown in block 12.

(4) Verify officer and enlisted service records.

(5) Complete and/or verify the following forms for each member of mobilized Selected Reserve units that relate specifically to the mobilization process.

(a) NAVPERS 1070/613 - Administrative Remarks, Statement of Receipt of Active Duty Orders (enlisted personnel). Include statements received from the special cases section, if applicable.

(b) Prepare Affidavit of Non-Receipt of Pension or Disability Compensation (refer to PAYPERSMAN 10207).

(c) AR1 (enlisted) Activation of Reserve Personnel. Gains reserve enlisted personnel to Active Duty strength (includes Active Mariner, TAR, and Naval Academy Preparatory School (NAPS). Effective 2 January 1994, this event will replace the CO4 Event for reporting recalled reservists.

(d) L20 (enlisted) L01 (officer) - Detaching (Departing) Endorsement to Orders.

(e) G02 (officer) G20 (enlisted) - Reporting (Arrival) Endorsement to Orders.

(f) G65/L65 - Detaching/Reporting Endorsement to Orders, Group Travel Listing.

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(g) R25/NAVPERS 1070/602 - Prepare the Dependency Application/Record of Emergency Data from the information provided in the receiving section.

(h) DD 1172 - Prepare the application for Uniformed Services Identification and Privilege Card from information provided in the receiving section. (Officer and enlisted).

(i) DD 1173 - Uniformed Services Identification and Privilege card (Dependents).

(j) NAVPERS 1070/605 - History of Assignments

(k) NAVPERS 1070/609 - Enlisted Performance Record

(l) Identification tags - Prepare ID tags if in possession of graphotype machines suitable for embossing the tags and if time permits. (Refer to MILPERSMAN 4610150.)

(m) IRS W-4 - Employee's Withholding Allowance Certificate

(n) DD 2058 - State of Legal Residence Certificate

(6) Receive disposition of special case section and take appropriate action for the Selected Reserve personnel involved. Notification of NAVRESPERSCEN is required in all special cases, except for delays in reporting of 7 days or less, and is generally covered by the compliance/non-compliance status codes sent to NAVRESPERSCEN as described in item b(2) above. Where additional orders are required for an individual Selected Reserve member due to extensive BUPERS level screening action, these orders will be issued by NAVRESPERSCEN. When additional orders are required, notify NAVRESPERSCEN with the individual's Reserve unit identification code (RUIC), individual's name and/or the Active Billet Sequence Code (ABSC). The foregoing information will be provided by the supported Reserve activity CO.

(7) Scheduled AT will be cancelled by the CO of the Reserve activity. Personnel or units which are not scheduled to return to CONUS within 1 week will be issued message orders to report for active duty.

(8) Process orders for transfer to mobilization activity.

(9) Special RSTARS entries - In the event of mobilization or recall of individuals, or entire units are placed on active

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duty, refer to the RSTARS procedure manual for the proper RSTARS entries.

c. Reference

(1) BUPERSINST 1001.39A - Administrative Procedures for Naval Reservists on Inactive Duty (NOTAL)

(2) NAVPERS 15560C - Naval Military Personnel Manual

(3) NAVPERS 15909C - Enlisted Transfer Manual

(4) NAVPERS 15526A - PIM Mobilization Manual

(5) NAVSO P-3050 - Navy Pay and Personnel Procedures Manual

(6) NAVMILPERSCOMINST 1750.1A - Verifying DD 1172 and Issuing DD 1173

(7) This manual

d. Forms. Forms required are referred to in item b(5)(a) through (n) above.

Section 9. Disbursing Section (PERSUPP DET)

a. General. The disbursing section will be responsible for ensuring that a temporary pay account is established for all Selected Reserve personnel and that all members are provided the requisite pay and allowances.

b. Procedures

(1) Upon receipt of the documents listed below which were prepared in the processing section, the disbursing officer (DO) will open a Personal Financial Record (NAVCOMPT 3071) and Temporary Pay Account (NAVCOMPT 3071B) for the member. The NAVCOMPT 3071B is to be prepared as prescribed in part 4, chapter 1, section D of the SDSFROMAN. The DO will pay the member on the NAVCOMPT 3071B.

(a) G02 (officer) or G20 (enlisted) - Reporting Endorsement to Orders

(b) C04 (enlisted only) - Assignment to and Extension of Active Duty

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Data (c) R25 - Dependency Application/Record of Emergency

Certificate (d) IRS W-4 - Employee's Withholding Allowance

(e) DD 2058 - State of Legal Residence Certificate

(f) Affidavit for waiver of Pension or Disability Compensation or waiver of Active Duty Pay (when required)

(2) A mobilized reservist may register an allotment, if the orders state that the period of active duty will exceed 180 days.

c. Reference. NAVSO P-3069-2-24 - Source Data System Procedures Manual (SDSPROMAN).

Section 10. Medical Section (Reserve Activity)

a. General

(1) The medical section will be collocated, where feasible, with other processing sections during mobilization processing and will include a medical officer and/or hospital corpsman to certify the physical fitness of Selected Reserve personnel.

(2) The supported Reserve activity CO will identify medical personnel (active, inactive) available at mobilization to establish and maintain the medical section.

b. Procedures

(1) Personnel recalled to active duty are considered to be in a temporary active duty status until it is determined that they are physically qualified for active duty. For planning purposes, under emergency mobilization conditions recallers shall not be required to undergo a physical examination in order to be certified physically qualified, provided a complete physical examination was conducted within the previous 12 months, or 36 months for non-aviation Selected Reservists up to and including their 36th year and a complete report of such examination, on SF 88 and SF 93, is filed in the Reservist's health record. The medical officer (or, if not available, a medical department representative, qualified in accordance with the Manual of the Medical Department) shall ascertain that there has been no

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significant change in the Reservist's physical condition and that the member has not incurred a defect or disability which would preclude the reasonable performance of active duty. Certification of the Reservist's continued fitness shall be accomplished by an entry on the SF 600 and on endorsement of appropriate orders. Reservists shall be required to complete the SF 600 and, as appropriate, sign a statement thereon that: "I was found physically qualified within the previous 12 months/36 months and I have not suffered any injury, illness, or chronic disease since that time which required hospitalization or absence from my employment for more than 3 consecutive days."

(2) The Reservist must be considered physically qualified to reasonably perform the duties to which assigned, must be free of infections or contagious diseases, and must receive the required vaccinations and inoculations.

(3) If there is a question as to the physical condition of the Reservist, or if a current SF 88 and SF 93 are not in the Reservist's health record, a complete examination shall be conducted. For this reason, the capability to provide a complete medical examination is necessary.

(4) Should conditions be discovered that are considered sufficient to preclude the Reservist's reasonable performance of duty, the medical officer shall report the findings to the special cases section for appropriate action. In addition, those findings and appropriate reports (SF 88 and SF 93) shall be forwarded to BUMED via the cognizant field activity for review and appropriate action.

(5) The CO of the supported Reserve activity will ensure availability of the appropriate medical forms in event that mobilization processing is required.

c. References

- (1) Manual of the Medical Department, U.S. Navy (NOTAL)
- (2) Handbook of the Hospital Corps (NOTAL)
- (3) Manual of Naval Preventive Medicine (NOTAL)

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d. Forms

- (1) NAVMED 6150/10 - 19 Treatment Record (Color Coded)
- (2) DD 771 - Eyeware Prescription
- (3) DD 1141 - Record of Occupational Exposure to Ionizing Radiation
- (4) DD 2005 - Privacy Act Statement - Health Care Records
- (5) NAVMED 6120/2 - Officer Physical Examinations Questionnaire
- (6) NAVMED 6120/3 - Annual Certificate of Physical Condition
- (7) NAVMED 6150/2 - Special Duty Medical Abstract
- (8) NAVMED 6150/4 - Abstract of Service Medical History
- (9) NAVMED 6410/1 - Grounding Notice (AERO-Medical)
- (10) NAVMED 6410/2 - Clearance Notice (AERO-Medical)
- (11) PHS 731 - International Certificate of Vaccination
- (12) SF 88 - Report of Medical Examination
- (13) SF 93 - Report of Medical History
- (14) SF 513 - Consultation Sheet
- (15) SF 545 - Laboratory Reports
- (16) SF 519A - Radiographic Report
- (17) SF 520 - Electrocardiographic Report
- (18) SF 600 - Chronological Record of Medical Care
- (19) SF 601 - Immunization Record
- (20) SF 603 - Dental

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Section 11 - Special Cases Section (Reserve Activity)

a. General

(1) Naval Reserve activities supported by a PERSUPP DET will select three officers to handle special cases and make recommendations to Selected Reserve unit COs. It is the responsibility of the special cases section to provide the professional expertise and knowledge necessary to handle the many varied situations that might be expected to materialize on mobilization of the Selected Reserve.

(2) Delay and Exemptions. The factors that must be considered in order to develop specific delay and exemption criteria are varied and dependent upon the contingency. Selected Reserve personnel are not expected to be granted delays or exemptions in the event of mobilization except in extreme mitigating and extenuating circumstance. Specific guidance will be issued with the mobilization implementation directive at the time of recall.

(3) Delay in reporting. Upon mobilization, approval authority is delegated to NAVRESREDCOMs/NAVRESREDCENS/NAVRESCENS/NAVMARCORESCENS/NARS/NARCENS/RESFORONS COs to grant short periods of delay, not to exceed 7 days, in the case of an emergency where unusual justification exists, provided it is reasonably assured that the individual will be able to report at the expiration of the delay. The Commander Naval Reserve Force approval is required for delays up to 30 days beyond the date of mobilization.

(4) Failure to report. NAVRESCEN/NAVMARCORESCEN/NAS/NAFU/NAF/NARCEN/RESFORN COs have responsibility to initiate appropriate administrative action over Selected Reserve.

b. Procedures

(1) The special cases section shall interview Selected Reserve personnel who have special problems, including medical qualification and requests for delays and exemptions, and make determination and recommendation to the CO. A statement summarizing the cause, proceeding, and disposition of the interview should be prepared by the special cases section for inclusion by the PERSUPP DET on NAVPERS 1070/613, Administrative Remarks for enlisted personnel.

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(2) The following action shall be taken in case of officer or enlisted personnel who fail to report for active duty upon mobilization:

(a) Investigate the reason for non-compliance and determine whether any circumstances exist which would warrant cancellation or modification of the active duty orders.

(b) In all cases of unauthorized or unexplained absence of an officer, submit all facts and circumstances in accordance with MILPERSMAN 3410100 to the CO who will notify BUPERS by message and info COMNAVRESFOR.

(c) If it is determined that an enlisted Selected Reserve has failed to comply with his/her orders without an acceptable excuse, take necessary action, as applicable, in accordance with MILPERSMAN 3430100.

(d) The PERSUPP DET will ensure that the appropriate entries are made on NAVPERS 1070/613 of the enlisted service record (refer to MILPERSMAN 3430150) as indicated by the investigation, concerning non-compliance with orders and unauthorized absence or desertion from date the enlisted Selected Reserve was required by the mobilization order to report for active duty.

c. References

- (1) CHNAVPERS LSMP (NOTAL)
- (2) NAVPERS 15560 - Naval Military Personnel Manual
- (3) NAVPERS 15909C - Enlisted Transfer Manual
- (4) This manual

Section 12 - Transportation Section (PERSUPP DET)

a. General. The Navy Passenger Transportation Office (NAVPTO), under direction of the PERSUPPACT transportation officer, will have overall responsibility for arranging travel for mobilized Selected Reserve units located within the PERSUPPACT area of responsibility including those Selected Reserve units that are not in PASS at the time of mobilization.

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b. Procedures

(1) Reserve activity and Selected Reserve unit COs will coordinate with the supporting NAVPTO for the transportation of Selected Reserve units/individuals.

(2) Every effort should be made to group as many personnel as possible for transportation using draft movement procedures.

(3) Refer to NAVMILPERSCOMINST 4650.2A, chapter 8 for additional guidance.

c. References

(1) BUPERSINST 1001.39A - Administrative Procedures for Naval Reservists on Inactive Duty (NOTAL)

(2) NAVSUPINST 4600.70 - Defense Traffic Management Regulation

(3) Joint Federal Travel Regulation, Volume 1 and Joint Travel Regulations, Volume 2

(4) NAVSO P-1459 - U.S. Navy Travel Instructions

(5) NAVMILPERSCOMINST 4650.2A - Navy Passenger Transportation Manual (PTM)

(6) OPNAVINST 4600.18C - DOD Use of Domestic Civil Transportation under Emergency Conditions (NOTAL)

(7) BUPERSINST 7040.6 - Financial Management Guide for Permanent Change of Station (PCS) Travel

(9) CHNAVPERS Logistics Support and Mobilization Plan (LSMP) (NOTAL)

d. Forms

(1) SF 1169 - Government Transportation Request (GTR)

Section 13 - Logistics Section (Reserve Activity)

a. General. The logistics section will provide berthing and messing as required to support the mobilized Selected Reserves unit before they are transferred to their mobilization

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mobilization billeting arrangements with the respective host activity or other accommodations, as appropriate. The COs of the respective Reserve activities will address the topic of billeting in conjunction with mobilization processing in the Reserve activity LSMP.

b. Procedures

(1) Provide berthing and messing facilities in accordance with local LSMP. Conditions permitting, berthing and messing of personnel awaiting transportation, who are within a reasonable commuting distance, will not be provided. A reasonable commuting distance is considered as a distance that can be traveled within 2 hours by privately-owned vehicle or public ground transportation.

(2) Prepare DD 652 - Uniformed Services Meal Ticket for each Selected Reserve, as applicable.

c. References

(1) BUPERSINST 1001.39A - Administrative Procedures for Naval Reservists on Inactive Duty (NOTAL)

(2) COMNAVRESFOR LSMP (NOTAL)

(3) Local LSMP

(4) NAVSO P-1459 - U.S. Navy Travel Instructions

(5) NAVSUPINST 4600.70 - Defense Traffic Management Regulation

(6) SECNAVINST 11010.7A - Non-Industrial Facilities for Mobilization (NOTAL)

d. Forms

(1) DD 652 - Uniformed Services Meal Ticket

(2) SF 1169 - U.S. Government Transportation Request
(GTR)

(3) DD 1482 - MAC Transportation Authorization (MTA)

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Section 14 - Orientation Briefing Guidelines

a. Mobilization Information

- (1) Reason for mobilization
- (2) Who authorized the mobilization
- (3) Who is being mobilized
- (4) Why these particular Selected Reserves were selected
- (5) Who is exempt from mobilization
- (6) How long Selected Reservist may expect to be on active duty

b. Pay

- (1) Basic pay
- (2) Special pay
- (3) Allowances
- (4) Allotments

c. Dependents and Family Maintenance

- (1) ID card
- (2) Commissary and exchange benefits

d. Health and Medical Care

- (1) Uniformed Services Health Benefit Plan
- (2) CHAMPUS

e. Assistance

- (1) Chaplains
- (2) Legal assistant
- (3) Navy Relief Society

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- (4) American Red Cross
- (5) Mutual Aid Association
- (6) Navy Wives Club
- (7) Housing Referral Office
- (8) Family Services
- (9) Soldiers' and Sailors' Civil Relief Act

f. Family Information

- (1) Savings program
- (2) Survivor benefits

g. Civilian Employment

- (1) Civilian employee notification
- (2) Reemployment rights

h. Uniform Code of Military Justice

- (1) Persons subject to UCMJ (Art. 2)
- (2) Jurisdiction to try certain personnel (Art. 3)
- (3) Apprehension and restraint (Art. 7-14)
- (4) Nonjudicial punishment (Art. 15)
- (5) Who may serve on courts-martial (Art. 25)
- (6) Detail of trial counsel and defense counsel (Art. 27)

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Mobilization Forms Listing

<u>FORM</u>	<u>REFERENCE</u>
Active Duty Orders	BUPERSINST 1001.39A (NOTAL)
Control Log	LOCALLY PREPARED
SDS Event G60/G65 Detaching/Reporting Endorsement to Orders-Group Travel Listing - NAVCOMPT 3069	SDSPROMAN A30341/ A30391 PAYPERSMAN 90428
SDS Event L01/L20 Detaching (Departing) Endorsement to Orders - NAVCOMPT 3067	SDSPROMAN A30411/ A30461 PAYPERMAN 90426
SDS Event G02/G20 Reporting (Arrival) Endorsement to Orders - NAVCOMPT 3068	SDSPROMAN A30311/ A30361 PAYPERSMAN 90427
Personnel Financial Record - NAVCOMPT 3071	PAYPERSMAN 90131
Temporary Pay Account - NAVCOMPT 3071B	PAYPERSMAN 90302
Affidavit of Non-receipt of Pension or Disability Compensation	PAYPERSMAN 10207
SDS Event C04 Assignment to and Extension Active Duty - NAVPERS 1070/622	SDSPROMAN A30703 PAYPERSMAN 90433
SDS Event AR1/G02 Activation of Reserve Personnel	SDSPROMAN A30312/A30400

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FORM	REFERENCE
SDS Event R25 Dependency Application/Record of	SDSPROMAN A30281
Emergency Data, Part I & II - NAVPERS 1070/602	PAYPERSMAN 90434
State of Legal Residence Certificate DD 2058	PAYPERSMAN 70144
History of Assignment, - NAVPERS 1070/605	MILPERSMAN 5030300
Enlisted Performance Record - NAVPERS 1070/609	MILPERSMAN 5030360
Administrative Remarks - NAVPERS 1070/613	MILPERSMAN 5030420
Application for Armed Forces Identification and Privilege Card - DD 1172	MILPERSMAN 4620150
Application for Uniformed Services Identification and Privilege Card - DD 1172	NAVMILPERSCOMINST 1750.1A
Officer's Report of Home of Record - NAVPERS 1070/74	MILPERSMAN 5010140
Employee's Withholding Allowance Certificate - IRS W-4	Instruction included on form
PCS Travel - NAVPERS 7041/1	BUPERSINST 7040.6

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FORM	REFERENCE
U.S. Government Transportation Request - SF 1169	NAVSO P-1459 U.S. Navy Travel Instructions
Uniformed Services Meal Ticket - DD 652	NAVSO P-1459 U.S. Navy Travel Instructions
MAC Transportation Authorization- DD 1482	NAVSO P-1459 U.S. Navy Travel Instructions
Report of Medical Examination - SF 88	MANMED
Report of Medical History - SF 93	MANMED
Consultation Sheet - SF 513	MANMED
Chronological Record of Medical Care - SF 600	MANMED
Annual Certificate of Physical Condition - NAVMED 6120/3	MANMED
Naval Speedletter - OPNAV 5216/145	Correspondence Manual SECNAVINST 5216.5C
Naval Message - DD 173	Naval Telecommunications Users Manual, NTP-3(E)
Memorandum of Call - SF 63	N/A
Manpower Authorization (Active)	For reference only

OPNAVINST 1000.23B
30 AUG 1993

FORM

REFERENCE

Naval Reserve Unit Assignment
Document (RSTARS RUAD)

For reference only

Employer Notification of
Employee Recall to Active Duty

LOCALLY PREPARED
